

Memorandum

Date: September 20, 2000

To: ALL DEPUTY DIRECTORS
ALL PROGRAM MANAGERS
ALL DISTRICT DIRECTORS
ALL REGIONAL/DISTRICT DIVISION CHIEFS
Design, Planning, Program/Project Management

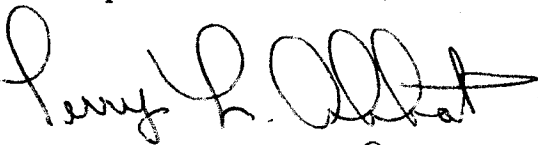
From: DEPARTMENT OF TRANSPORTATION
DESIGN AND LOCAL PROGRAMS
Mail Stop 28

Subject: CTC Action on Route Adoptions and New Public Road Connections

The Office of Project Development Procedures in Design and Local Programs currently processes and prepares reports to the California Transportation Commission (CTC) that recommend approval of Route Adoptions and New Public Road Connections. The CTC's expectation is that the Department has completed all the necessary steps which allow the CTC to take action on Route Matters. Additionally the Department must convey information on the project and on our recommendations in a clear and concise manner in a book item that is submitted to the CTC. In order to ensure adequate time and information to prepare the CTC documents, please provide documents according to the deadlines described in Attachments 1 and 2. Submittals that meet these time lines will apply to the November 2000 CTC meeting. Exceptions to this requirement must be approved by the Program Manager of Design and Local Programs

Continue to use the Project Development Procedures Manual for more detailed information on Route Adoptions and New Public Road Connections. Attachment 3 contains the CTC agenda item due dates for the remainder of the year. This schedule is developed by the Office of CTC in liaison with Transportation Programming. Please check this website, www.dot.ca.gov/hq/transprog/ctcliaison/ctcinfo.htm, for future material due dates. We hope that this information will assist you in planning submittals so that project deliveries are met.

If you have any questions, please call Mary Beth Herritt, Acting Chief, Office of Project Development Procedures at (916) 653-4166 or at CALNET 453-4166.



ROBERT L. BUCKLEY *for*
Program Manager
Design and Local Programs

Attachments:

1. Submittal Package for Route Adoptions
2. Submittal Package for New Public Road Connection
3. Year 2000 CTC schedule

Attachment 1
Submittal Package for Route Adoptions

The following documents must be submitted to Office of Project Development Procedures in order for the Project Development Procedure Engineer to prepare the CTC report which is submitted as the CTC book item. The Project Development Procedure Engineer will circulate the book item for review and approval by Caltrans Legal; the Program Manager for Design and Local Programs; Programming; and the Deputy Director, Project Development. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. Information can be found at the following websites:

- CTC Due Date Schedule - <http://www.dot.ca.gov/hq/transprog/ctcliaison/mtginfo/00dudate.pdf>.
- Sample CTC Book Items - Intranet site - <http://onramp.dot.ca.gov/hq/design/prjdevp/index.htm>.

***Submit the following documents six (6) weeks prior to the final date that agenda items are submitted to CTC Liaison:**

1. Draft Project Report and the target date for approval of the Project Report.
2. Date that Caltrans approved the CEQA documents. Environmental documents must be submitted to Headquarters Environmental Program.
3. If applicable, target date for FHWA approval of the environmental document.
4. Draft Freeway Agreements (optional). Note: Freeway Agreements cannot be executed by the local agency until the CTC has approved the Route Adoption.
5. Final Route Adoption Map.
6. Vicinity Exhibit.

Submit the following documents by the due date for CTC agenda items:

1. A signed copy of the Final Project Report:
2. Source of Funding. If applicable, identify programming by fiscal year.
3. Updated Cost Estimates.

- * Submittals for the November 2000 CTC meeting will be required two (2) weeks prior to the final date that agenda items are due. The submittal date for these items will be September 26, 2000.**

Attachment 2

Submittal Package for New Public Road Connections

The following documents must be submitted to Office of Project Development Procedures in order for the Project Development Procedure Engineer to prepare the CTC report which is submitted as the CTC book item. The Project Development Procedure Engineer will circulate the book item for review and approval by Caltrans Legal; the Program Manager for Design and Local Programs; Programming; and the Deputy Director, Project Development. District staff must be available to supply additional information and clarify issues during the preparation of the CTC report. Information can be found at the following websites:

- CTC Due Date Schedule - <http://www.dot.ca.gov/hq/transprog/ctcliason/mtginfo/00dudate.pdf>.
- Sample CTC Book Items - Intranet site - <http://onramp.dot.ca.gov/hq/design/prjdevp/index.htm>.

***Submit the following documents six (6) weeks prior to the final date that agenda items are submitted to CTC Liaison:**

1. Draft Project Report. or New Connection Report. Target date for approved report. The Project Report must address the following issues.
 - a) FHWA approval of the connection to Interstate facilities.
 - b) FHWA approval of the disposal of access rights if Federal funds were used to purchase right of way.
 - c) Address Value Enhancement issues.
2. Date that Caltrans approved the CEQA documents. Environmental Documents must be submitted to Headquarters Environmental Program.
3. Resolution from local agency requesting new public road connection.
4. Vicinity Exhibit.

Submit the following documents by the due date for CTC agenda items:

1. A signed copy of the Final Project Report:
2. Source of Funding. If applicable, identify programming by fiscal year.
3. Updated Cost Estimates.
4. 2 signed copies of the Freeway Agreement executed by local agency (See PDPM Chapter 24 for approval procedures) and an extra exhibit map.
5. Either a certified copy of the resolution or minutes from the local agency authorizing execution of the freeway agreements.
6. Documentation of funding commitment by local agency or third party.

*** Submittals for the November 2000 CTC meeting will be required two (2) weeks prior to the final date that agenda items are due. The submittal date for these items will be September 26, 2000**

**TENTATIVE 2000 SCHEDULE
CALIFORNIA TRANSPORTATION COMMISSION MEETING MATERIAL SUBMITTALS**

**PROGRAM AMENDMENTS / FUND REQUESTS
FINAL AGENDA LANGUAGE / FINAL BOOK ITEMS**

DUE DATE SCHEDULE
- Dates Subject to Change -
All Items Due by 5:00 am

As of: December 14, 1999

Meeting Month	CTC Meeting Date	Program Amendments & Fund Requests Due District or CTC ***	Program Amendments & Fund Requests Due Programming / Budgets *	Final Agenda Items Due Office of CTC Liaison **	Final Book Items Due Office of CTC Liaison **
January	Wednesday-Thursday, January 19-20, 2000	Monday, November 15, 1999	Tuesday, December 7, 1999	Thursday, December 23, 1999	Monday, January 3, 2000
February	Tuesday-Wednesday, Feb 22-23, 2000	Thursday, December 23, 1999	Tuesday, January 11, 2000	Friday, January 28, 2000	Monday, February 7, 2000
March	Wednesday-Thursday, March 29-30, 2000	Friday, January 28, 2000	Tuesday, February 15, 2000	Friday, March 3, 2000	Monday, March 13, 2000
April	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
May	Wednesday-Thursday, May 10-11, 2000	Friday, March 10, 2000	Tuesday, March 28, 2000	Friday, April 14, 2000	Monday, April 24, 2000
June	Wednesday-Thursday, June 14-15, 2000	Friday, April 14, 2000	Tuesday, May 2, 2000	Friday, May 19, 2000	Tuesday, May 30, 2000
July	Wednesday-Thursday, July 19-20, 2000	Friday, May 19, 2000	Tuesday, June 6, 2000	Friday, June 23, 2000	Monday, July 3, 2000
August	Wednesday-Thursday, Aug 23-24, 2000	Friday, June 23, 2000	Tuesday, July 11, 2000	Friday, July 28, 2000	Monday, August 7, 2000
September	Thursday-Friday, Sept 28-29, 2000	Friday, July 28, 2000	Tuesday, August 16, 2000	Tuesday, September 5, 2000	Monday, September 11, 2000
October	No Meeting	No Meeting	No Meeting	No Meeting	No Meeting
November	Wednesday-Thursday, Nov 1-2, 2000	Friday, September 1, 2000	Tuesday, September 18, 2000	Tuesday, October 10, 2000	Monday, October 16, 2000
December	Wednesday-Thursday, Dec 6-7, 2000	Friday, October 6, 2000	Tuesday, October 24, 2000	Thursday, November 9, 2000	Friday, November 17, 2000

* Fund Requests Due to Programming/Budgets by 9:00 am.

** Program Amendment Requests Due to Transportation Programming by 9:00 am.

*** Final Agenda Items and Final Book Items Due to Office of CTC Liaison by 9:00 am.

Note: Applications and Application Amendments for all Proposition 116 Rail and Waterborne Ferry Projects are processed by CTC Staff, and are due to the Commission 60 days prior to the CTC Meeting.

Note: Allocations and Allocation Amendments for Interbay Rail Projects are reviewed by CTC Staff prior to processing by Caltrans.

Caltrans - Transportation Programming (916) 654-8816

<http://www.dot.ca.gov/hq/transport/ctc/liaison.htm>